

Government of India
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)
[File No. NCSC-Adm.01/9/2022-UA-(Admin) – Computer No. 51087]

5th Floor, Loknaya Bhawan
Khan Market, New Delhi-110003
Dated: 20th May, 2022

VACANCY CIRCULAR

Subject: Filling up of the post of Private Secretary on deputation basis in the office of Shri Arun Halder, Hon'ble Vice-Chairman, National Commission for Scheduled Castes -reg.

Applications are invited preferably from officers of All India Service Officers, State Civil Service Group 'A' Officers, Group 'A' Officers of the Central Civil Services, Group 'A' Officers of Central Secretariat Service working on post carrying pay scale of Level-12 in the pay matrix (Rs.78,800-2,09,200) or having rendered 09 years of service in a Group 'A' post for filling the newly sanctioned post of Private Secretary; in Level-12 (pay matrix Rs.78,800-2,09,200/-) of 7th Central Civil Services (Revised Pay) Rules 2016; in the office of Shri Arun Halder, Hon'ble Vice-Chairman, National Commission for Scheduled Castes (NCSC), New Delhi. The nature of appointment will be on deputation basis and the period of appointment to the post of PS to VC is co-terminus with the tenure of Shri Arun Halder, Hon'ble Vice-Chairman, NCSC.

2. Interested candidates may send their application in the prescribed proforma as given in Annexure-I through their cadre controlling authority to the Commission. Cadre controlling authority is advised to send applications of those officers only who can be relieved in the event of their selection to the post of Private Secretary to Shri Arun Halder, Hon'ble Vice-Chairman, NCSC. Application to be forwarded along with Vigilance Clearance status, Integrity Certificate and Statement of Major/Minor Penalty imposed, if any, during the last 10 years. Application may be sent to the undersigned through email (PDF) at email id: kishan.chand68@nic.in followed by hard copy addressed to Shri Kishan Chand, Under Secretary (Admin), National Commission for Scheduled Castes, 5th Floor, Loknaya Bhawan, New Delhi-110003. Envelope containing the application may be super scribed "**Application for the post of Private Secretary to Vice-Chairman, NCSC**". Last date for receipt of application is 20th June, 2022.


20/5/2022

(Kishan Chand)

Under Secretary to the Govt. of India

Circulation

1. Website of National Commission for Scheduled Castes.
2. M/o SJ&E, D/o SJ&E [US(SCD-VI)], Shastri Bhawan, New Delhi with the request to do the needful for uploading the same on website of M/o SJ&E.
3. Department of Personnel & Training (DOPT) [US (coordination)], Loknaya Bhawan, New Delhi with the request to upload the same on website of DOPT for wider publicity.
4. Employment News and Newspapers.

ANNEXURE-I

**APPLICATION FOR THE POST OF PRIVATE SECRETARY TO
HON'BLE VICE-CHAIRMAN, NCSC**

(Ref: NCSC-Adm.01/9/2022-UA-(Admin), dated- 20th May, 2022)

1.	Name (in BLOCK letters)		Affix Recent Passport Size Photograph
2.	Sex		
3.	Father's Name (in BLOCK letters)		
4.	Date of Birth		
5.	Category (SC/ST/OBC/UR)		

6. Details of Educational Qualification from Graduation onwards with year of passing, name of educational institution and percentage of marks obtained.

Course & Year of Passing	% of Marks	Name of Educational Institution	Subjects Studied

7. Details of Employment in chronological order. Enclose separate sheet, if required.

Name of Office/ Institution/ Organization	Post Held with Scale of Pay and Basic Pay	Period/Tenure (From to To)	Nature of Duties performed

8.	Nature of present employment i.e. Ad-hoc or Temporary or on Contract basis or Permanent	
9.	In case the present employment is held on deputation/contract basis, please state— a. the date of initial appointment b. period of appointment on deputation/Contract name of the parent office/organization to which you belong	
10.	Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose separate sheet, if space is insufficient)	
11	Any other information, if any (In this column the candidate may indicate information with regard to winning of Awards, Scholarship, Official Appreciation, Affiliation with professional bodies/Institutions/Societies etc.	

DECLARATION

I solemnly declare that all the statements/details given in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the even of any information being found false or incomplete/incorrect, I will be liable for action as per rules.

Date:

(Signature of Applicant)

Place:

(Full Name of the Applicant)